

**TOWN OF FENWICK ISLAND
SPECIAL EVENTS APPLICATION**

Applicant's Name		Primary Contact Telephone #	
Address		Emergency Name & Telephone	
City, State, Zip		E-Mail	
Fenwick Island Address (if applicable)		Fenwick Island Telephone # (if applicable)	
Requested Date of Event		Beginning Time	Ending Time
Rain Date (Approval Req'd from Chief of Police)		Location (Street/Address)	
Insurance Provider (if applicable)	Policy #	Agent	Telephone
Event Description			
Number of People Attending		Number of Personal Vehicles	
Parking Arrangements			
<p>The signature below acknowledges receipt of the attached "Special Events Rules & Regulations" to which the permit holder has read and understands Town rules and regulations for this special event. Signature affirms that the recipient meets all necessary requirements. (This permit is issued with the understanding that the area of said special event shall be clean and restored to pre-event condition after use or shall incur a fine of up to \$50.00.)</p>			
SIGNATURE OF APPLICANT		DATE	
For official use only	Fee (non-refundable)	Deposit	
Special Events Permit #			
Authorized Signature – Town of Fenwick Island		Inspected By – Fenwick Island Police Department	

Town of Fenwick Island "Special Event" Rules & Regulations

- 1. If a permit has been issued for a "Special Event" that includes a bonfire on the beach, no bonfires may be permitted when a state burning ban is in effect or when wind is in an easterly direction to protect houses and sand dunes (all other "Rules for Bonfire" also apply).**
- 2. A "Special Event" permit is issued by approval of the Fenwick Island Chief of Police and may be issued only to a person 18 years of age or older. No event may begin prior to 8:00 a.m., nor end after 11:00 p.m. The person to whom the permit is issued shall be held responsible for the conduct of those in attendance and any activities in connection with the "Special Event" as well as for the satisfactory cleaning and restoration of the general area of the "Special Event."**
- 3. The Chief of Police shall require a deposit *before issuing a permit* for a "Special Event" which shall be returned if the general area of the "Special Event" is satisfactorily cleaned and restored.**
- 4. A "Special Event" permit may not be issued to parties larger than 75 attendees without the approval of Town Council. *Police coverage will be required for all events larger than 75 attendees and the permit holder will incur an hourly expense for such coverage.***
- 5. *The fee for a "Special Event" permit shall be for a maximum of 75 persons in attendance. Upon approval by Town Council for attendees exceeding 75 persons, there will be an additional fee for each additional group of 25 persons exceeding the 75 person limit. "Special Event" permit fees are non-refundable.***
- 6. The Chief of Police will authorize *no more than six (6) temporary parking permits* for the date of the "Special Event." These may be used at the beach-end of the designated street the event is to be held and must be displayed hanging from the rear view mirror of a vehicle. Arrangements for additional parking are the responsibility of the permit holder.**
- 7. No outdoor speakers, lighting or bathroom facilities are permitted without the approval of Town Council.**
- 8. For a "Special Event" held on the beach, no glass containers are allowed. No alcoholic beverages are allowed from May 15 to September 15. A "Special Event" shall be permitted only during hours when lifeguards are not on duty.**
- 9. The permit holder agrees to be responsible for any damage or injury to person or property and any violation of Town ordinances directly resulting from the issuance of this permit. Proof of insurance may be required as determined by the Chief of Police and/or Town Council.**
- 10. Damages to rights-of-way, infrastructure, parking areas, dunes or any property owned by the Town of Fenwick Island shall be repaired by the Town of Fenwick Island Public Works Department at a cost determined by the Town and at the expense of the permit holder.**
- 11. Any violation of the above "Rules & Regulations" or any Town ordinances will result in a one-year suspension of the permit holder to obtain a "Special Event" permit.**